

Dealing with Procrastination

There are many ways to deal with procrastination. Here is a list of suggestions or techniques for you to consider.

- Set realistic goals. Don't try to do too much and don't try to do everything perfectly.
- Do school work when your energy level is at its highest. If you are a morning person, do school work in the morning. If you are a night person, do school work at night.
- Break large tasks into smaller ones. You don't want to be overwhelmed by the work you need to do so create smaller tasks from bigger ones. Then focus on completing the smaller tasks one at a time until you are finished.
- Work for realistic periods of time. If you work best at 1 hour intervals, don't try to cram in 2 hours of study. Or if 1/2 hour at a time is best for you, then follow your own needs; do not study for long periods just because your friends do.
- Avoid study marathons (like all-nighters).
- Mix activities. Switch subjects after a while, or try to alternate between doing things you enjoy with things that you find challenging or boring.
- Create an effective place to do your school work. Try to keep distractions to a minimum (like phones, TV, and friends). Don't forget the importance of good lighting and make sure that you have access to the materials and equipment you need.

Allow extra time for unexpected things. The "unexpected" can be discovering that you really need at least 5 hours to write your English composition when you had only planned for 3 hours.

And you don't want to wait until the last minute to do an important assignment only to get sick or have your computer crash.

- Schedule time for yourself -- for exercise, relaxation, and socializing. Don't forget that "all work and no play makes Jack and Jill dull people," not to mention frustrated, bored, and stressed out.
- Use your free time wisely. Make effective use of the time between classes or while you are waiting -- for buses or friends, at the doctor's office, etc.
- Reward yourself when you have finished tasks on time. Make sure that the reward is suitable for the difficulty of the task and the time you spent on it.
- Start NOW!